

KwaZulu-Natal: Department of Education and Development Bank of Southern Africa



education

Department:
Education
PROVINCE OF KWAZULU-NATAL



Annexure 4

Guide to risk assessments

Proudly prepared by

EMPOWERisk Management Services (Pty) Ltd



June 2021

Guide to risk assessments

1. Nine steps to effective risk assessments

- Step 1 : Identifying the current as well as emerging hazard, risks or exposures.
 Step 2 : Aim to identify major hazards, don't waste time on the minor and detail except if such hazard has the potential be repeat itself on a frequent basis.
 Step 3 : Involve as many people as possible in the ongoing risk assessment process especially those at risk.
 Step 4 : Gather all the information and analyse it.
 Step 5 : Look at what actually could or has occurred including non-routine operations.
 Step 6 : Use a systematic approach to ensure all hazards are adequately addressed.
 Step 7 : Assess the risks identified or the risk has occurred by taking into account the effectiveness of current as well as controls under consideration.
 Step 8 : Ensure the process is practical, realistic, cost and business effective.
 Step 9 : Always record the assessment in writing including i.e. assumptions, date and why a particular decision has been made.

2. How serious is it?

Probability

- A Common
 B Has Happened
 C Could Happen
 D Not Likely
 E Practically impossible

Consequences

- 1 Fatality or permanent disability.
 2 Major injury.
 3 Average Lost Time Injury.
 4 Minor Injury.
 5 Medical Treatment or less.

Probability

Consequence	Probability				
	A	B	C	D	E
	1	2	3	4	5
	2	3	4	5	6
	3	4	5	6	7
	4	5	6	7	8
	5	6	7	8	9

Risk rating

- 1 - 3 = Serious
 4 - 5 = High
 6 - 7 = Moderate
 8 - 9 = Acceptable

Action

- Immediate (within 1 week).
 Within 1 month.
 > 4 weeks.
 No action but will consider from time to time.